



helping hands  
employee giving club

## PTO Donation Pledge Form

### I WISH TO DONATE PTO HOURS:

**One time gift of \_\_\_\_\_ PTO hours**

*I understand that these PTO hours maybe deducted from my PTO bank in segments as the need arises. But that the amount deducted will not exceed my specified donation amount. (Must have at least 40 PTO hours in bank)*

### PLEASE COMPLETE ALL REQUESTED INFORMATION AND SIGN CONFIRMING YOUR PLEDGE.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, ZIP

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
TCMC Extension

\_\_\_\_\_  
Department

\_\_\_\_\_  
TCMC Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Please return this completed form to the TCH Foundation, 4002 Vista Way, Oceanside, CA 92056 or via interoffice mail.  
If you have any questions, please email Gina MacManus in the Foundation office at [macmanusrm@tcmc.com](mailto:macmanusrm@tcmc.com) or call extension 3372.

HH V3 1/31/07



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